

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794 - 0275

51469-2173
Certificate 1 of 6

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DCHQ
District Court of Maryland Office of Finance 5 May 2011
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	FISCAL RECORDS <u>C.</u> Quarterly Cashier Reports Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.	2219	SEC V 1c	July 1, 2003 - 30 June 2008	1 FT	5-12-11	SHRED

29 Aug 2011

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Larry [Signature]
Signature of Court Official

Finance Mgr.
Title

9-21-11
Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
Records Management Division
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	FISCAL RECORDS <u>C.</u> Invoice Copies Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.	2219	SEC V 1c	July 1, 2005 - 30 June 2008	1 FT.	5-12-11	SHRED

Destruction Certification

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

29 Aug 2011

State Archivist

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DEPARTMENT OF GENERAL SERVICES

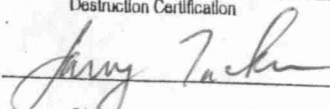
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FISCAL RECORDS <u>C.</u> Employee Credit Cards Logs Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.	2219	SEC V 1c	July 1, 2005 - 30 June 2008	1 FT.	5-12-11	SHRED

Destruction Certification


Signature of Court OfficialFinance Mgr.
Title9-21-11
Date

State Archivist

Instructions for Preparation and Submission on Reverse Side

29 Aug 2011

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DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P. O. Box 275
 JESSUP, MD 20794 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland DCHQ
 COURT Office of Finance 5 May 2011
 COUNTY DATE

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29 Aug 2011

Edward C. Gump
 State Archivist

Destruction Certification

Larry Tucker
 Signature of Court Official

Finance Mgr.
 Title

9-21-11
 Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
Records Management Division
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JESSUP, MD 20794 - 0275

51469-2173
certificate
5 of 6

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DCHQ
District Court of Maryland: Office of Finance : 5 May 2011

COURT

COUNTY

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	FISCAL RECORDS Budget and Fiscal Planning Fixed Asset Reconciliation Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action <u>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</u>	2219	SEC V 2	July 1, 2006 - 30 June 2008	1 FT.	5-12-11	SHRED

Destruction Approved by Hall of Records Commission

29 Aug 2011

Date

State Archivist

10/83 DGS-55Q-9

Destruction Certification

Jerry Tucker

Signature of Court Official

Finance Mgr.

Title

9-21-11

Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

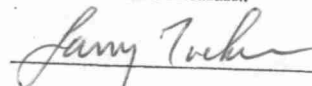
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FISCAL RECORDS <u>C.</u> Requisitions Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.	2219	SEC V 1c	July 1, 2006 - 30 June 2008	1 FT.	5-12-11	SHRED

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Destruction Certification



Signature of Court Official

Finance Mgr.

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